



Administrative Assistant to the Selectmen

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Proposed 2017/18 Administration Budget

I am pleased to present a first draft of the administration budget for the upcoming fiscal year. This Budget was originally presented to the Board of Selectmen, and this document reflects their recommendation to the Budget Committee as Let me explain each item or group of items.

Salaries

Selectmen – There are no changes proposed to current salaries for the Selectmen (chair \$1,600, four non-chairs at \$1,000).

Administrative Assistant – The final year of the contract with me is \$66,600.00, and this is reflected in the line.

Benefits – There are two full-time municipal employees for whom health insurance benefits are offered. The town clerk/tax collector participates in the town plan (Maine Municipal POS-C package). The town pays 80% of the cost, the employee 20%. The total current cost is \$11,244.60 annually, representing a cost to the town of \$8,995.68. A 4% increase is budgeted for the next fiscal year, which would increase this one position to \$9,355.50. The Administrative Assistant is reimbursed for the cost through his wife's employer for his coverage, up to the amount that it would cost for coverage similar to the clerk/tax collector. The current year cost is \$7,768.02 (which is a pretty good savings to the town). The budgeted amount of \$18,711.01 is the maximum should two employees participate in the MMA plan.

Clerk/Tax Collector – You entered into a multi-year contract with Jennifer as well, and this will be the salary for the 2nd year of that contract.

Assistant Tax Collector/Clerk – No change is proposed for this line. This covers the office for vacations/sick time when needed.

Assessors – The Board of Assessors salary increased \$1,500 in total for the current year in order to conduct a study of whether a revaluation is needed. The lines for the assessors decrease back to the previous year levels by \$500 each.

Health Officer – No change is proposed to the state mandated minimum salary.

Facilities Maintenance Director – We are still feeling our way with this line. The proposed budget is a decrease of \$400. This is not a pay decrease for the facilities maintenance director who is paid hourly for his actual work, but a reflection that more hours than are actually needed were budgeted for the current fiscal year.

Election Workers – The Budget Committee and Selectmen bumped up pay to the ballot clerks at the last town meeting to \$15/hour. The following election schedule is anticipated:

Date	Election	# Clerks	Hours	Per Hr.	Cost
November 2017	State	2	14	\$15.00	\$420.00
March 2018	Town Election	2	14	\$15.00	\$420.00
March 2018	Moderator	1	22	\$15.00	\$330.00
June 2018	Validation	2	15	\$15.00	\$450.00
Total					\$1,620.00

Total Salaries – The initial bottom line is up 3.09% or \$4,344.01. Virtually all of the increase can be attributed to contracted personnel.

General Administrative Expenses

Electricity – No change is proposed from the current \$2,900 cost. Not sure what electric rates are going to do in a year and a half.

Office Machine Maintenance – A \$100 decrease is proposed. This is the copier maintenance contract

Travel/Education – No change is proposed to the current \$2,800 budget.

Postage – A \$100 decrease is proposed. The actual cost for 15/16 was about half the budget because we purchased pre-stamped envelopes prior to the start of the 15/16 fiscal year for the 2015 tax bills, and after the start of the 16/17 fiscal year for the 2016 tax bills. That is the single largest component of postage costs.

Office Supplies – A \$100 decrease is proposed.

Advertising – We don't do a lot of paid newspaper advertising until it comes time to advertise for a hiring. I'm in hopes that we don't have to do that during 2017/18, so a \$100 decrease is proposed.

Telephone – The town has three lines that are paid from this line. The regular business line is about \$50/month, as is the cell phone that I carry. The FAX line is about \$35/month. That totals \$1,620 for the year. The reason for the increase is the FAX line, which was underestimated for the current budget. (The FAX line was newly installed in 2016 when the Secretary of State's office discontinued the line that they had paid for under the AVS system).

Lien Costs – No change is proposed. This line is offset by a revenue line as all lien costs are paid by the person on whom a lien is placed.

Heating Oil – We've been fortunate for a few years that the price for heating fuel has dropped. This covers propane for the town hall, and for the current fiscal year, we're

paying less than \$1/gallon. We budget for about 1,500 gallons, so this would reflect \$2/gallon, just in case something awful happens to heating fuel costs.

Dues/Memberships – The town pays several dues to organizations like Maine Municipal Association, the League of Towns, and various professional organizations that offer training and support services. The actual cost during the previous fiscal year was \$2,963. The proposed \$200 increase in this line is likely attributable to an increased cost for MMA. We get significant legal services from MMA, and it's well worth the dues.

Banking Costs – This line is unchanged and covers the service charge on the checking account.

Tax Maps – This line is decreased by \$200. The cost for mapping has come down a bit since there are so few subdivisions being proposed lately.

Books & Publications – No change is proposed. This covers excise tax publications, and a couple of Maine Townsman subscriptions.

Records Preservation – We (me) have not been very diligent about rebinding some of the very old town records. We (I) will try to get some more done this year and keep the budget line going.

Legal Fees – No change is proposed to this line. I'm not sure when the various lawsuits will end up in court, but there will come a point when this might have to take a jump.

Election Costs – No change is proposed. This covers a meal for the ballot clerks and various other items associated with running elections.

Audit – We don't have a contract to cover the year at this point in time. I've got a call into our Auditor to get a renewal proposal over to the Board of Selectmen. A \$250 increase is plugged into this line.

Assessing/Appraisal – No change is proposed from the current budget.

Town Report/Meeting – A \$100 increase is proposed in this budget. Mostly this covers the town report and any stray costs that go with town meeting.

Miscellaneous – No change is proposed from the current \$100 budget.

Newsletter – No change is proposed for the Lamoine Quarterly printing costs.

Sales Tax – We pay sales tax on photocopy charges. No change to the current \$25.00 budget is proposed.

Total General Expenses – A slight \$370 decrease is proposed to the general expense lines.

General Assistance – No change is proposed to the current \$2,500 budget.

Insurances

FICA/Medicare – This is the town's share of the FICA/Medicare program and is based on the federal formula applied to all payroll lines in the budget. Because the town is such a small operation, the FICA/Medicare is not attributed to each individual department. We could do that, but it becomes more of an accounting burden that way. Based on the proposed salaries, a 6.41% increase is budgeted.

Property & Casualty – The proposed figure is \$100 lower than the current fiscal year. We may have to re-think that. The cost in FY 16 was more than \$7,800. The actual figure for this year is a reflection of a dividend check from our carrier, MMA Risk Management.

Public Officials Liability – No change is proposed from the current year budget. The cost for the current fiscal year is only about \$15.00 higher than the year before.

Workers Compensation Insurance – A \$1,000 increase is proposed to reflect something closer to reality to what was paid for FY 15/16. The lower “actual” amount for FY 16/17 for the 1st quarter reflects a dividend received from MMA Risk management.

Volunteer Coverage – No change is proposed in this budget.

Unemployment Compensation – A \$200 reduction is proposed in this budget. This has not become a very expensive item for the town.

Deductible Fund – We've used \$1,000 for the current fiscal year for the fire pump issue. The proposed increase to \$700 will help replenish that.

Total Insurances – The bottom line increases \$1,864, the bulk of that being FICA/Medicare and Workers Comp.

Equipment – No change to the current year budget is proposed for the coming year. We will probably have to purchase an upgraded accounting program in the coming weeks – the current program is not compatible with Windows 10 and is working very slowly! I anticipate we'll likely have to purchase a new desktop for the clerk/tax collector in FY 17 (had to replace the power supply a couple of weeks ago).

Maintenance – No changes are proposed to the current budget with the exception of the keys line. I anticipate a possible front door lock change as there are multiple sets of keys around town.

TOTAL ADMINISTRATION – After the first draft, the proposed budget is up \$4,611.63, or 2.11%, attributable to salaries and insurance.

Respectfully submitted,

Stu Marckoon, Adm. Asst. to the Selectmen